



Food Systems and Sustainability Liaison Intern

Campus Dining

Fall 2023

Duties/Responsibilities:

The Campus Dining Sustainability and Food Systems Liaison intern serves as an intermediary between Campus Dining and the student body, conveying policy changes, sustainability news and information, and other information to further connect the students with the dining department. The intern is responsible for engaging with student groups, faculty, and staff in order to organize and consolidate sustainability related work. As such, this position requires very strong communication and interpersonal skills. The intern reports to the Assistant Vice President for Hospitality Services and works under the guidance and supervision of the Lead Intern for Sustainability Research and Implementation.

- Co-chairs the Food Systems Working Group (FSWG)
 - Coordinates two meetings per semester to provide student input and transparency in the campus food system
- Assists with updating the Food at Oxy Resource Guide, in partnership with the FSWG Core Team and with input from the FSWG Advisory Committee and broader campus.
- Assist with coordinating and promoting sustainable food initiatives, special menus and events including for Food Justice Month, Earth Day, etc. in order to engage the campus community ● Work with Campus Dining and Center for Community Based Learning, SLICE office, and UEPI to improve transparency and understanding of Occidental's food system, including the farm to table food chain, as well as publicize various education initiatives.
- Perform general office duties (filing/telephones/on-campus errands, other) as needed

Qualifications:

Very strong verbal/written communication and interpersonal skills

- Strong organizational skills
- Dependable and detail oriented
- Knowledgeable or interested in food systems, environmental sustainability, and

- food justice
- Experience with (or aptitude for learning) Google Suite (ie. Drive, Calendar, Gmail)
- Some experience with Canva and other graphic design software
- Self-motivated and a positive attitude
- Ability to manage multiple projects simultaneously

Start date: 9/18/2023

Work Schedule: Flexible

Hours Per Week: Up to 8

Starting pay rate: \$16.78

Work Award: Preference for students on work study, though not required

To apply, please submit the following to dining@oxy.edu before midnight on Sunday, September 10th.

- Student employment [application](#)
- One-page cover letter
- Resume
- Typed one-paragraph answers to the following questions:
 - Tell us about your experience communicating and coordinating events and/or meetings with diverse groups of people.
 - Explain your knowledge of food systems and/or sustainability and briefly describe how these topics relate to Campus Dining.
- Optional: A graphic you design promoting a sustainable themed meal on campus or an event for earth day, food justice month, etc.

